SHALDON PARISH COUNCL

FREEDOM OF INFORMATION ACT 2000

MODEL PUBLICATION SCHEME

ADOPTED 28 APRIL 2026

NEXT REVIEW MAY 2027

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval.

This publication scheme commits an authority to make information available to the public as part of its normal business activities.

The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the re-use of Public Sector Information Regulations 2015, if they apply and otherwise under the terms of the Freedom of Information Act section 19. The term dataset is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of the Act.

Classes of Information

What we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme. Charges which may be made for information published under this scheme.

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The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information Model publication scheme Version 1.2 20151023 3 Model publication scheme

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Shaldon Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table below.

Information to be Published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current Information Only	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
List of Council members and their responsibilities as well as a list of Council Committees	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Postal and email address. Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Address to be added. Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Location of the main Council office and accessibility details.	Via Waitangi, 25 Broadlands, Shaldon, Devon, TQ14 0EH. For appointments the Methodist Hall, 5 Fore Street, Shaldon, TQ14 0DZ.	Free
Staffing Structure	The Parish Clerk is the sole employee of the Council.	Free
Class 2 - What we spend and how we spend it. (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free

Current and previous financial year as a minimum.		
Statement of accounts and internal audit report in the format included in the Annual Return Form.	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Finalised budget	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Precept	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Borrowing Approval letter	Not held.	N/A
All items of expenditure above £500	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Financial Standing Orders and Regulations	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Grants given and received	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
List of current contracts awarded and value of contract	Not held.	N/A
Members' allowances and expenses	Available on Parish website. www.shaldonparishcouncil.gov.uk	Free
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form.	Available on Parish website. www.shaldonparishcouncil.gov.uk	Free
Parish Plan	Not held	N/A
Annual Report to Parish or Community Meeting	Available on Parish website. www.shaldonparishcouncil.gov.uk	Free
Quality Status	Not held.	N/A
Local charters drawn up in accordance with DLUHC's guidelines.	Not held.	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety impact assessment, equality impact assessments etc), as appropriate or relevant.	Not held.	
Class 4 - (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	N/A
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available on the parish website. www.shaldonparishcouncil.gov.uk	Free
Agendas of meetings (as above)	Available on the parish website. www.shaldonparishcoundil.gov.uk	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure.	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Responses to consultation papers	Not held	N/A
Responses to planning applications	Available on the Parish Council website. www.shaldonparishcouncil.gov.uk	Free

Byelaws	Not held	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: • Procedural Standing Orders • Committee & Sub-Committee terms of reference • Delegated authority in response of officers • Code of Conduct • Policies	Available on Parish website. www.shaldonparishcouncil.gov.uk	Free
Policies and procedures for the provision of services about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and Safety Policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on Parish website. www.shaldonparishcouncil.gov.uk Not held.	Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies.	Available on Parish website. www.shaldonparishcouncil.gov.uk	Free
Class 6 – Lits and Registers Currently maintained lists and registers only.	(hard copy or website; some information may be only available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Available on Parish website. www.shaldonparishcouncil.gov.uk	Free
Assets register, including details of public land and building assets.	Available on Parish website www.shaldonparishcouncil.gov.uk	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Available on Parish website. www.shaldonparishcouncil.gov.uk	Free
Register of members' interests	Available on Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Register of gifts and hospitality	Not held.	
Class 7 – The services we offer (information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	

Allotments	Not applicable	N/A
Burial grounds and closed churchyards	Not applicable	N/A
Community Centres and village halls	Not applicable	N/A
Parks, playing fields and recreational facilities	Available on Parish Council website. www.shaldonparishcouncil.gov.uk	Free
Seating, litter bins, clocks, memorials and lighting.	Where applicable available on Parish website www.shaldonparishcouncil.gov.uk	Free
Bus Shelters	Not applicable	N/A
Markets	Not applicable	N/A
Public Conveniences	Not applicable	N/A
Agency Agreements	Not applicable	N/A
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Where applicable available on Parish website www.shaldonparishcouncil.gov.uk	N/A
Additional Information Information not itemised in the lists above.		
Requests for information other than the broad classes of information, which is made available to the public, on a regular basis, should be addressed to: The Clerk Shaldon Parish Council clerk@shaldonparishcouncil.gov.uk	N/A	N/A

Schedule of Charges

Most of this information may be downloaded free of charge from the Council's website www.shaldonparishcouncil.gov.uk
Other information may be viewed free of charge at the Hub by prior appointment only.
For copies and/or documents which are requested to be posted, the charge for copying will be 25p per single sheet (black and white) or 40p per single sheet (colour), and the cost of a 2nd Class postage stamp.
In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Parish Council reserves the right to make a charge for the disbursement of officer time (administration – currently charged at £18 per hour or part thereof), photocopying and postage of complex and archived material.

Refusing a request for information

Below is a statement from the Information Commissioners Office (ICO) which explain when the Parish Council may have to refuse providing you with the information requested. Further information can be found at https://ico.org.uk/fororganisations/guide-to-freedom-of-information/refusing-a-request/
'A requester may ask for any information that is held by a public authority. However, this does not mean you are always obliged to provide the information. In some cases, there will be a good reason why you should not make public some or all of the information requested. You can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request
- The request is vexatious
- The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow you to withhold information from a requester. In some cases it will allow you to refuse to confirm or deny whether you hold the information.
Some exemptions relate to particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise

from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act 2018. You can automatically withhold information because an exemption applies only if the exemption is 'absolute'. This may be, for example, information you receive from the security services, which is covered by an absolute exemption. However, most exemptions are not absolute but require you to apply a public interest test. This means you must consider the public interest arguments before deciding whether to disclose the information. So you may have to disclose information in spite of an exemption, where it is in the public interest to do so.

If you are refusing all or any part of a request, you must send the requester a written refusal notice. You will need to issue a refusal notice if you are either refusing to say whether you hold information at all, or confirming that information is held but refusing to release it.'